

Approved For Release 2005/06/29 : CIA-RDP80M00165A000300110015-4

TRANSMITTAL SLIP		DATE MAY 1977
TO:- ER		
ROOM NO. 7E 12	BUILDING Hqs.	
REMARKS:		
FROM: D/Pers		
ROOM NO. 5E 58	BUILDING Hqs.	EXTENSION

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DD/A Registry  
77-2632Exec Registry  
77-4297

MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA : Deputy Director for Administration

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Facilities for Physical Conditioning and Recreation

REFERENCE : A. OP Memorandum 76-6231, dtd 15 Dec 76,  
Subject: Survey of Interest in Facilities  
for Physical Conditioning, Recreational  
and Social Activities (Attached)

B. OL Memorandum, dtd 4 Apr 77, Subject:  
Study of External Recreational Facilities  
at Headquarters (Attached)

1. Action Requested: This memorandum presents recommendations for your consideration with regard to facilities for physical conditioning and recreation.

2. Background:

a. An employee survey was initiated at your request in October 1976 to determine interest in these programs. The results of the survey were discussed with you in early January 1977 (reference A) and you requested that a program of moderate improvements in facilities be developed for consideration. You also requested that the Office of General Counsel (OGC) prepare a legal opinion regarding the use of appropriated funds for physical conditioning and recreational purposes and that they look into the possibility of using concession income as another source of funds for this project. Since the OGC opinion is not yet available, this response is being submitted on an interim basis with many options hinging on the availability of funds. In view of the magnitude of the project we have perforce deferred consideration of facilities for buildings other than Headquarters until we have more experience and answers to questions already raised.

b. It has been determined from previous OGC reviews that appropriated funds cannot be used for recreational purposes but that they can be used for official physical conditioning programs designed to maintain a level of physical fitness required to perform official duties. The FBI provides a large gymnasium, supervised exercise and a variety of specialized conditioning facilities which

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were justified to provide for physical fitness of their special agent personnel. We have used a similar approach in constructing our Physical Fitness Room, purchasing necessary equipment, providing a physical fitness instructor and installing the indoor running track. In our case we have cited the need for physical conditioning of the DCI Protective Staff and of personnel required to meet the special medical requirements for overseas duty. When considering improvements in the facilities, it is necessary, therefore, to draw a distinction between personal recreation and official physical conditioning in order to determine possible funding sources.

c. Attachment B is a planning study prepared by the Real Estate and Construction Division (RECD), OL, presenting recommendations for limited improvements in existing indoor facilities, proposed locations for external facilities and cost estimates. With regard to improving existing indoor facilities, action has already been taken in several areas. Meetings have been held with representatives of Logistics, Medical Services and Personnel to determine needed improvements. The GSA Building Manager was apprised of the importance of the program and this resulted in a complete spring cleaning of the Headquarters Physical Fitness Area, including painting of the walls and woodwork. The asphalt tile floor was replaced to improve the cleanliness and appearance of the Area. A revised cleaning schedule has been established to provide for more frequent and thorough service. Necessary repairs to the indoor running track have been completed. Finally, the Office of Personnel has as a FY 1977 MBO Objective the completion of a fully coordinated review with Medical Services of the operation of the Headquarters Physical Fitness Rooms with a view toward achieving a measurable improvement in the service provided. All of these improvements are being made with appropriated funds as necessary for the official physical conditioning of Agency personnel.

d. With regard to external facilities, a review of all available land adjacent to the Headquarters compound was made. Two areas were identified as best suited for development, one for walking and jogging trails and a second for physical conditioning and recreational activities. The walking and jogging trails would cost approximately \$600 with the only real expense being signs to mark the path and direct participants. It would be entirely within the compound and would require no site preparation (see attachment 5, reference B).

e. There would be considerable site preparation and cost involved in the second area of development which would be for major facilities such as: tennis and basketball courts, fields for softball, football and soccer, and a picnic area. The location is directly behind the Printing Services Building. Complete development of this area, with all of the facilities and lighting we have

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included in our plans, would cost about \$160,000. It is recognized that this large sum is not likely to be available and the plans, therefore, indicate the costs of individual components which could be constructed incrementally in a variety of combinations.

f. While official physical conditioning is often thought of as an individual program of exercise and/or running, there are other activities that accomplish the same results. For instance, many individuals prefer to play handball or basketball regularly in order to maintain a good physical condition. Facilities for this purpose are provided in the official physical fitness areas of other Federal agencies. Other facilities, such as tennis courts, are equally useful for physical conditioning but are frequently omitted because of space limitations. All of these facilities would provide a valuable addition or alternative for Agency employees who have official physical conditioning requirements.

g. The Director of Security has recommended that access to the major facilities area be through the outside fence so that it is not necessary to breach the main perimeter security fence or any security fence adjacent to the West Parking Lot and Printing Services Building. In order to maintain security control of the area and limit public access, it would be necessary to install an Electro Card lock gate with a wooden arm that raises when an appropriate card is inserted in the machine. It is estimated that \$15,100 would be required for an electric gate, gravel road, 20-car parking lot and necessary electric service work, while \$7,560 would be needed for drinking fountains and trash containers.

h. New buildings would eventually be constructed in this area if the conceptual master plan for the development of the site were followed. There is no indication at this time that such construction will take place in the near future. The planned buildings would not, in any case, cover the proposed tennis courts or handball court. It is likely that the basketball/volleyball court would be eliminated by building construction. The softball, football and soccer fields would definitely be lost to new buildings.

i. A limited source of non-appropriated funds is available through the Central Employee Activities Fund (CEAF) which is used for the general benefit and morale of Agency personnel. This Fund has been established from excess net profits of self-sustaining activities and net proceeds from the termination and liquidation of assets of such activities. It has been determined that up to \$25,000 could be made available for recreation purposes without unduly jeopardizing the ability of CEAF to satisfy future requirements.

j. The Employee Activity Association (EAA) is another source of non-appropriated funds. After reviewing the RECD

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planning study the EAA Board of Directors has voted to make available up to \$50,000 for the following facilities that meet the needs of large numbers of active EAA participants, provided that a determination is made that appropriated funds cannot be used for this purpose and provided that the area will be available for this purpose for a reasonable period of time considering the expenditure involved:

<u>Facility</u>	<u>Estimated Cost</u>
Softball	\$ 9,100
Football/soccer	11,000
Basketball	9,250
Volleyball	350
Handball	5,500
Contingency, maintenance and upkeep	<u>14,800</u>
<b>TOTAL</b>	<b>\$50,000</b>

There are not sufficient EAA funds available at this time to consider tennis courts, a second football field or the lighting of the individual facilities. These are matters which the EAA Board would address in the future if this becomes necessary and desirable and funds become available.

### 3. Staff Position:

a. The walking and jogging trails are a necessary adjunct to our present indoor track and Physical Fitness Room. They would provide an alternative for individuals involved in official physical conditioning and should be developed as soon as the estimated \$600 in appropriated funds can be made available.

b. Security is the principal factor involved in requiring that access to the major facilities area be through the outer fence. It is possible that the expenditure of \$15,100 for an electric gate, required electric service, gravel road and 20-car parking lot could be from appropriated funds and an OGC opinion is being requested on this issue. In the event appropriated funds cannot be used, CEAF funds should be used for this purpose.

c. Our Headquarters Physical Fitness Area is limited in size and there is no room for expansion. There is a need to provide a broader range of activities and the only way to accomplish this is with external facilities. We believe that additional alternatives are necessary to meet official physical conditioning requirements and if the OGC opinion will permit, it would appear that facilities for the following activities could be paid for from appropriated funds:

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<u>Activity</u>	<u>Estimated Cost</u>
Tennis - 4 courts	\$50,000
Basketball	9,250
Volleyball	350
Handball	5,500

d. At this time we would have greater difficulty in applying the concept of official physical conditioning to team sports such as football, softball and soccer. While conditioning is certainly involved, there is a somewhat rigid and limited schedule of activity. It is our conclusion that EAA should be permitted to fund the football, softball and soccer fields. If appropriated funds are not available for the basketball, volleyball and handball facilities, EAA should also be permitted to fund these facilities. Careful consideration must be given, however, to the possibility of new building construction in this area in the future.

e. We believe that consideration of the lighting for the various areas should be deferred until we have some experience with the use of the facilities. It would also appear that the picnic area is not essential at this time.

f. If some or all of the facilities considered above are constructed, there will be a need for drinking fountains and trash containers. The cost of these is estimated at \$7,560 and it should be provided from appropriated funds if the facilities are similarly funded. If appropriated funds are not available, CEAF funds should be used. While we did not obtain cost estimates on restroom facilities, this would be a limited additional expense.

g. In summary, an overall plan has been developed which would provide a substantial improvement in facilities for physical conditioning and recreation. Before definitive action can be taken on this plan, the pending OGC opinion on the use of appropriated funds must be obtained. If it is determined that appropriated funds cannot be used, a combination of CEAF and EAA funds can be used to accomplish the following:

	<u>Facilities</u>	<u>Estimated Cost</u>
CEAF	Electro Card gate, road, parking	\$11,600
	Electric service	3,500
	Drinking Fountains, trash containers	<u>7,560</u>
	TOTAL CEAF	\$22,660

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Recreation

	<u>Facilities</u>	<u>Estimated Cost</u>
EAA	Softball	\$ 9,100
	Football/soccer	11,000
	Basketball	9,250
	Volleyball	350
	Handball	5,500
	Contingency, maintenance and upkeep	<u>14,800</u>
	<b>TOTAL EAA</b>	<b>\$50,000</b>

4. Recommendation: It is recommended that you approve the following course of action:

a. The RECD planning study contained in reference B be approved for use in developing facilities for physical conditioning and recreation.

b. OGC determine if any of the facilities described in paragraph 3 above can be funded from appropriated funds as being used for official physical conditioning requirements.

c. That CEAF and EAA be permitted to fund those facilities which cannot be provided with appropriated funds.

(Signed) F. W. M. Janney

F. W. M. Janney

Atts w/out 5, 6 & 7

APPROVED:

Deputy Director of Central Intelligence

DISAPPROVED:

Deputy Director of Central Intelligence

Date: \_\_\_\_\_

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STAT OP/BSD/  (5 May 77)



15 DEC 1976

DD/A Registry

76-6231

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : F. W. M. Janney  
Director of Personnel

VIA : Deputy Director for Administration

SUBJECT : Survey of Interest in Facilities for Physical  
Conditioning, Recreational and Social Activities

John E. Blake  
17 DEC 1976

1. This memorandum is for your information.

2. A survey questionnaire was forwarded with Employee Bulletin 544, dated 27 October 1976, asking for the opinions of all Headquarters employees on a number of questions related to the providing of facilities for physical conditioning, recreational and social activities. A copy of that survey, including notations of the responses, is attached. [REDACTED]

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[REDACTED] While not eliciting complete data on which to plan an ideal complex, the survey did provide some insight into what Agency employees would like to have, the extent to which they feel their employer should provide physical conditioning and recreational facilities, and their willingness to contribute funds for such facilities.

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3. The first question on the survey asked the employee's opinion regarding the need for a multi-purpose activities center and what impact it would have on employee morale. Approximately 30% of the respondents indicated this was urgently needed and would greatly contribute to morale. Conversely, 10% felt this to be unnecessary and not an influence on employee morale. Over half of those who participated in the survey indicated moderate interest in an Agency multi-purpose center.

4. Question 2 attempted to determine employees' opinions on who should be permitted to use the facility. Approximately one out of four prefer use to be restricted to Agency employees. An equal number want to be able to bring in outside guests. Half of the responses indicated a preference for restricting admittance to Agency personnel and members of their immediate families.

5. Questions 3, 4, 5 and 6 were to determine how frequently, by whom, and at what time the center would be used. Most significant of the information gained from these questions was the fact that:

a. Almost half indicated they would utilize the facility frequently and an additional one-third said they would use it occasionally.

b. Approximately one out of four responded that family participation was not applicable to them.

c. The greatest expected use would be on weekends.

6. An attempt was made in question 7 to determine the types of facilities desired. Choices were: indoor athletic, outdoor athletic, social (meeting and party rooms), and dining facilities. More than one preference could be marked. Indoor athletics was the overwhelming favorite with 2,415 votes. Outdoor athletics was second with about half as many votes. The remaining choices received significantly less responses. This question also asked for a write-in of preferred locations. This produced insignificant response except for over 100 employees who indicated Rosslyn.

7. Question 8 listed several possible activities that might be included in a multi-purpose center and asked for first, second and third preference to be indicated. The attached copy of the survey shows a tabulation of first, second and third place votes and a ranking based on the number of "first preference" votes. Indoor swimming, tennis, and bowling were most popular in that order. A surprisingly low eighth and twelfth places went to softball and football, two of FEA's most popular activities.

8. Questions 9, 10 and 11 attempted to elicit to what extent employees would be willing to support financially Agency athletic and recreational facilities. As a number of volunteered comments pointed out, it is difficult for one to state how much he or she will pay for use of a facility when the facility is not fully defined. It was considered essential, however, to obtain some expression from employees as to what extent they expected to share in the cost of the facilities. Regarding use of the facilities such as tennis courts, bowling alleys and swimming, employees were almost equally divided (approximately one out of three) on general membership dues only versus a combination "use fee" and "general dues." One out of four employees favored only the "fee per individual use" concept. Questions 10 and 11 addressed the attitude toward possible purchase of shares and annual dues. Very few employees indicated an interest in investing more than \$100 in either.

9. Item 12 on the survey asked for any comments or suggestions the employee wished to make. One out of three chose to do so. As might be expected, comments ran the gamut from "a great idea" and "should be like Pentagon facilities" to "a dumb idea" and "a waste of time and money." Some comments fell in between these extremes, indicating this was a nice idea but doubtful that it will ever come to pass. The question of who should be permitted use of the facilities drew many comments from those who are under cover. In strong terms they indicated outside participation would prevent their use. Of the constructive comments, two were most dominant - improve the exercise facilities already in existence in the Headquarters Building and provide exercise facilities in Rosslyn (and to a lesser extent in other buildings). Some who commented just wanted to point out the benefits (to the Agency as well as themselves) of exercise programs. Conversely, there were others who felt that the Government is being cheated out of an eight-hour day and employees should do their exercising (and recreating) on their

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own time. Many wished to give a plug for their favorite sport by singling out tennis courts, or handball, or an indoor pool, or new softball fields, as a must. Those commenting against the proposal, although not a majority, were substantial and presented one or more of four arguments against increasing recreational facilities. Most prominent was the opinion that this is not the Agency's responsibility and would be an improper use of the taxpayer's money. Second was a strong concern that this would result in bad publicity for the Agency at a time when it can least afford it. Third was the idea that the providing of facilities would foster paternalism, clannishness, and inbreeding when more community participation by employees should be stressed. Fourth was the concern on the part of some that their work environment (office space) was already substandard and the providing of recreational facilities should be secondary to improving this situation.

10. In summary, the degree of employee interest expressed in the survey would not appear to provide overwhelming support for a recreational building. The survey does, however, indicate the strong interest that many employees have in fitness, exercise, and athletic activities and the desire to engage in these activities at their work location. There was also a frequent expression of opinion that the existing facilities should be improved and expanded and additional facilities should be made available to employees working in other than the Headquarters Building. It is therefore our intention to:

a. make the results of this survey available to the Board of Directors of the Employee Activity Association for their consideration in connection with EAA budget planning and future activities, and

b. present the results of the survey to the Deputy Director for Administration after which we will initiate discussions with him and appropriate personnel of his office regarding improvement of present exercise and athletic facilities, availability of space for exercise facilities in other buildings (especially Rosslyn), and inclusion of recreational activities in the planning of new buildings.

(Signed) F. W. M. Janney

F. W. M. Janney

Att

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OP/BSD [ ] (14 Dec 76)

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## BULLETIN

No. 544

27 October 1976

### SURVEY OF INTEREST IN FACILITIES FOR PHYSICAL CONDITIONING, RECREATIONAL AND SOCIAL ACTIVITIES

1. The Agency has a strong and continuing interest in the physical conditioning of its employees and in providing opportunities for recreational and social activities that are commensurate with security and cover requirements. This has resulted in the provision of physical fitness facilities wherever possible and in the strong management support that is provided to the Employee Activities Association (EAA).

2. While the use of appropriated funds is restricted in these areas and EAA's resources are limited, it is desired every effort be made to provide the best possible program within available resources. A review of other Federal civilian agencies has been made to determine their success in this regard and the facilities being provided to their employees. This review indicates that the Agency program ranks very high. However, there is always room for improvement.

3. Even during the early planning stages for the Headquarters Building, consideration was given to the possibility of providing a nearby multi-purpose physical conditioning, recreation and social center for employees and, possibly, their families. It was not feasible to carry through those plans for a variety of reasons. One of the major factors was a lack of sufficient private capital and that continues to be a significant problem today.

4. Before giving any further consideration to this matter, there is a need to determine the current interest and preferences of Agency employees. Would a multi-purpose center near the Headquarters Building have sufficient appeal, thus encouraging further action? If so, what should the center contain? Would employees be willing to participate and provide financial support? If not, are there smaller, single or dual-purpose facilities that are desired and can be supported? Where should they be located?

5. In order to find the answers to pertinent questions, the attached survey questionnaire has been prepared. The interest (or lack of interest) on the part of each employee will effect future decisions that are made on this matter. This is your opportunity to express your personal preferences. Please mark your answers to the survey questions, add any comments you would like to make, and forward via office mail to Room 1016 Ames Bldg. Your name is not required. The form should be returned no later than 17 November.

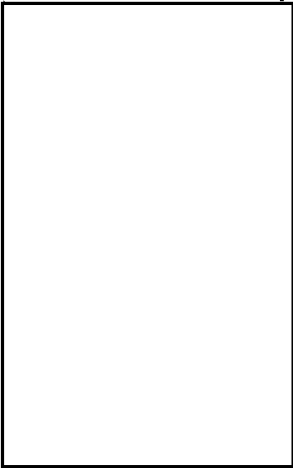
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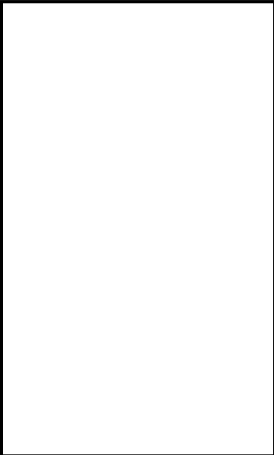
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STAT: 1. I believe that an Agency multi-purpose center in the Headquarters Building area -

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- 
- ☐ Is urgently needed and would contribute greatly to the morale of employees
  - ☐ Would be nice to have and would help improve employee morale to some degree
  - ☐ Is unnecessary and would have no influence on employee morale
  - ☐ No opinion

STAT: 2. Regarding eligibility to use an Agency center or individual facilities, I would -

- 
- ☐ Prefer that it be restricted to Agency personnel
  - ☐ Prefer that it be restricted to Agency personnel and members of their immediate family
  - ☐ Prefer having the opportunity to bring in outside guests
  - ☐ No preference

STAT

3. If a center of individual facilities were available, I

Would make frequent use of the facilities  
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- ☐ Would occasionally use the facilities
- ☐ Would rely primarily on other facilities
- ☐ Am not sure how often I would use them

STAT

4. If family participation were provided, my family

- ☐ Would make frequent use of the facilities
- ☐ Would occasionally use the facilities
- ☐ Would rely primarily on other facilities
- ☐ Am not sure how often family would use them
- ☐ Not applicable

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( ) Spouse  
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( ) Children - specify number by age group

\_\_\_\_\_ under 6

\_\_\_\_\_ 7-10

\_\_\_\_\_ 11-14

\_\_\_\_\_ 15 and over

( ) Other - indicate number \_\_\_\_\_

( ) Not applicable

STAT

6. I would use the center or facilities during -

( ) 0600 to 0800 hours

( ) 0800 to 1600 hours

( ) 1600 to 1800 hours

( ) After 1800 hours

( ) Weekends

STAT

( ) Indoor athletic  
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- ( ) Outdoor athletic  
( ) Social (meeting and party rooms)  
( ) Dining facilities  
( ) No preference

Indicate location, if other than Headquarters Building area

STAT

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8. Please indicate the three activities most wanted by you.  
(Indicate your order of preference by writing 1st, 2nd, and 3rd)

STAT

- |                             |                          |
|-----------------------------|--------------------------|
| ( ) Bowling                 | ( ) Golf driving range   |
| ( ) Billiards               | ( ) Softball             |
| ( ) Tennis                  | ( ) Football             |
| ( ) Swimming, indoor        | ( ) Shuffleboard         |
| ( ) Swimming, outdoor       | ( ) Social or game rooms |
| ( ) Dining                  | ( ) _____                |
| ( ) Meeting rooms & lounges |                          |
| ( ) Racquetball-Handball    |                          |

\*Ranking based on number of "first preference" votes.



STAT

9. If individual facilities such as tennis courts, bowling alleys or swimming pools were made available, I would prefer that payment for their use be on the basis of -

- ☐ ( ) Fee per individual use
- ☐ ( ) General membership dues permitting unlimited use of all facilities
- ☐ ( ) Combination of "use fee" and "general dues"
- ☐ ( ) No preference

STAT

10. Regarding financial support of an Agency center, I would be willing to invest the following in shares -

- ☐ ( ) \$ 02/24
- ☐ ( ) \$25
- ☐ ( ) \$50
- ☐ ( ) \$100
- ☐ ( ) \$101+

of -

STAT

Family

Self-Only

STAT

- ( ) \$0-24  
 ( ) \$25  
 ( ) \$50  
 ( ) \$100  
 \$101

- ( ) \$0-24  
 ( ) \$25  
 ( ) \$50  
 ( ) \$100  
 \$101+

12. Please indicate below any comments or suggestions you may have on this matter: